

## **JOB DESCRIPTION**

**Title:** Program Officer

**Reports to:** Executive Director

### **General Oversight (Including Legal & Financial)**

- Support ED in communications between board members, chairman, directors, external contacts
- Conduct initial research for foundation projects; document & share routinely with ED
- Support ED as needed/requested in financial & accounting matters, foundation investments, coordination with financial planner
- Oversee website development & maintenance, including online grants management system
- Branding efforts (with support from ED as needed)
- Support ED in training new staff as needed
- Support ED in drafting and maintaining legal, financial & board-related documents for foundation
- Support ED in registration for and maintenance of non-profit, tax-exempt status as needed
- Keep records of all transactions

### **Grantmaking & Grant Oversight (Most Activities Divided by Grant Request)**

- Manage documentation of all grant requests and grants made
- Grantmaking activities will be divided between ED, Program Officer and other staff as appropriate by grantee. Each potential grantee will be assigned to either the ED or Program Officer, subject to final approval of ED. For grantees assigned to Program Officer, Program Officer will have the following responsibilities:
  - Research on potential new grantees
  - Review of full grant proposals, including site visits as necessary and reasonable
  - Request for additional information; interface with grant requesters
- Operational oversight of organizations receiving funding, time, space, etc. on an ongoing basis throughout the grant period determined in any approved applications
- Collection and review of all required grant reports from grantees

### **Responsibilities to Board Directors**

- Prepare materials for Board meetings (with support from ED as needed, specifically for financial/legal matters)
- Implement Board directives as assigned to Program Officer
- Communicate to Board between meetings (with support from ED as needed)
- Supply relevant information to ED for development of office budget for approval
- Assist Board in research for selection of new areas of interest
- Participate in educational and learning opportunities to continue to bring new ideas and best practices to the board for consideration

### **Responsibilities to Public**

- Prepare & distribute annual report (with support from ED as needed)

- Represent Foundation to reporters and media (divided btw. ED and Program Officer by grantee and/or opportunity, as appropriate)
- Serve on Board or committees of local, regional, national associations of foundations (as delegated by ED)
- Encourage improvement in philanthropic practices and accountability through public speaking, participation in meetings (as delegated by ED)
- Participate in community activities (divided btw. ED and Program Officer by grantee and/or opportunity, as appropriate)
- Seek new ways to continue to brand foundation
- Oversee social media, blog/news, marketing

**Responsibilities to Grant Applicants & Grantees**

- Serve as initial point of contact for all grant requests
- Support ED in ensuring compliance with federal law and Board requirements
- Seek opportunities to work with other grantmakers
- For all grantees assigned to Program Officer, Program Officer will have the following responsibilities:
  - Correspond with applicant(s)
  - Visit applicant(s)
  - Monitor grants and evaluate results of grants
  - Seek opportunities to assist grantees in ways other than financial

**Relations to Foundation Auditor and Investment Advisors**

- Support ED in preparing materials for auditor (as requested by ED)
- Support ED in review of auditor's report and tax returns (as requested by ED)
- Coordinate and work with investment advisors and investment committees as needed (as requested by ED)